

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

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| I. <u>Position Title:</u> Senior Citizen's Driver (Seasonal/PT<20hrs/wk) | <u>Revision Date:</u> 12/13<br><u>EEO Category:</u> Service/Maint.<br><u>Status:</u> Non-exempt<br><u>Control No:</u> 50770, 55770 |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Division Head or Senior Citizen's Driver (Part-time), drives and operates an 11 and 18-passenger vehicle to provide transportation for senior citizens throughout the city.

III. Essential Duties:

- Drive a passenger van/ bus.
- Provide transportation for senior citizens to/from residence, activities, and other events.
- Operate, clean, and fuel vehicles.
- Keep records of vehicle maintenance, operation, and transportation.
- Provide excellent customer service.
- Ensure safety of staff and citizens.
- Report any concerns about passengers or vehicle to Recreation Division Head.
- Follow City/Department policies and procedures.

IV. Marginal Duties:

- Occasionally learn new addresses.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires high school diploma or equivalent.

**Experience:** Six months closely related work experience; acceptable driving record (which meets Sandy City's insurance requirements) is required.

**Certifications/Licenses:** Must possess a valid Utah Commercial Driver's License (CDL) within 30 days of hire.

**Knowledge of:** Vehicle maintenance and operation; records maintenance skills; basic knowledge of city address system; safety standards and other risk management principles.

**Responsibility for:** Responsibility for the care, condition and use of materials, equipment, tools, etc. Great responsibility for the safe transportation of senior citizens throughout the Salt Lake Valley; vehicle maintenance and cleanliness.

**Communication Skills:** Communicate and work effectively verbally and in writing. Contacts with City and County personnel; frequent contact with senior citizens.

**Tool, Machine, Equipment Operation:** Regular use of vehicles to transport senior citizens, including operation of an automated wheelchair lift.

VI. Working Conditions:

*Physical Demands:* Frequent physical exertion required due to lifting and supporting while loading/unloading passengers; requires sitting for long periods of time.

*Work Environment:* Generally comfortable working conditions; frequent exposure to heat, cold, wet, and humid driving conditions; moderate noise exposure. Requires some weekend, evening and holiday work. Work is routine and requires occasional supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_